

Chief, Management Staff

19 November 1959

Chief, Records Management Staff

Weekly Report for Week Ending 18 November 1959

1. Contributions

a. Sanctible

- (1) Six offices transferred 101 cu. ft. of inactive records to the Records Center.
- (2) The Center destroyed 12 cu. ft. of records.
- (3) Completed one new and two revised forms. Two forms were obsolete.
- (4) The Courier Receipt and Log Record and Agency Multi-purpose Envelope project is complete. Some of the advantages of the new system are:
  - a. Reduces document tracing time by many hours.
  - b. In many cases the Form obsoletes record books and cards.
  - c. Eliminates envelope addressing. Receipt form is designed to serve as address label.

The estimated annual dollar benefits of 90,000 may be surpassed when system is used to its greatest advantage.

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- (5) Report on [redacted] TDY assignment [redacted] was sent to Chief Support Staff, ME. Some of the accomplishments and significant aspects in the report were:

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- a. 90,731 images were microfilmed as of 17 September 1959.
- b. Solved problem of developing microfilm despite heat of area.
- c. Team tested and used new 16 mm microfilm reader which requires no handling of film or film spools.
- d. Surveyed and prepared Records Control Schedule for the 107 cubic feet of records [redacted]

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- e. Determined that only one-tenth of one percent of records at Station deserved permanent retention.
  - f. Destroyed ten cubic feet of obsolete files during survey. Determined that another twenty-six cubic feet of files can be destroyed when Headquarters approves the Records Control Schedule.
  - g. Found that approximately 90% of the Stations records are duplicated at Headquarters.

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- h. Revealed that the current [redacted] is in conflict with the prepared Records Control Schedule and in some respects hinders development of a Records Management Program.
- i. Found that the Station did not have a C.R. type file and so two of team stayed on to set up this file.
- j. Suggested a re-distribution of clerical and secretarial help to facilitate work flow and resolve unequal work loads.
- k. Proposed that a field position be established to provide for a Records Officer to cover the NE Area overseas.

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b. Intangible

- (1) After meeting with State Department representatives we are satisfied that State is retaining [redacted] long enough to meet CIA Requirements. Project complete.
- (2) Forty DD/I File Supervisors and Clerks (GS-4 thru 11) attended the Refresher Training Workshop in Filing on 16 November. The final Workshop is scheduled for DD/P employees on 7 December.

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2. Assignments - Active

a. Forms

- (1) Five new and 13 revised forms.
- (2) Teletype Dissemination Information Reports and Systems.
- (3) Revision of Dispatch Forms.
- (4) Improved Management of Stocked Forms.

Suggestions for improvement of format of new Agency Supply Catalog have been sent to Logistics.

(5) Expediting Printing of Information Reports.

Three Information Report formats are being revised to comply with recommendations of  survey of Printing Services Division.

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(6) Courier Receipt and Log Record and Agency Multi-purpose Envelope. see 1a(4)

(7) Improvement of Quality of Information Reports

(8) Forms for RCA-501 Computer Systems.

b. Shelf Filing

(1) Office of Personnel

(2) Contact Division Field Offices

(3) Office of Security

(4) Office of Training

(5)

(6) Office of Communications TTT/Staff

c. Filing Systems

(1) Management Staff, O & M (DD/s)

d. Records Control Schedules

(1) Executive Registry

(2) FI Staff

(3)

(4) OCI

e. Special Projects

(1) Revision and Recorder of Overnight Storage Boxes.

(2) DD/P Support Records

(3) Predecessor Agency Records

(4) Entrance-on-Duty and Refresher Training Workshop in Filing. see 1b(2)

- (5) Physical Consolidation of Vital Materials and Records Center
- (6) Use of State Department [redacted] 25X1
- (7) Transfer of Certain Captured German Documents from State Department and National Archives to CIA.
- (8) Records of President's Advisory Committee on Political Refugees.
- (9) Records Management Survey of OL/REACD

Inventory of records holdings completed. Proposals developed from this inventory were accepted by Chief, REACD. The proposals encompass a complete reorganization of the records of the Division plus revised systems and procedures for obtaining real estate information [redacted] 25X1

- (10) Records Management Survey of DD/P/PP Support Divisions  
Survey extended to include PP holdings in Records Center and Vital Materials.
- (11) Records Disposition Activity Promotion (New)

Met with Col. Moreau to discuss records disposition activity in the Office of Operations. He has scheduled a meeting of his Records Officers to accelerate records retirement and destruction. Also sent to twenty ARO's a memorandum calling for (1) action on records not retired according to Records Control Schedules, and (2) a report by 15 January 1960 on the results of increasing records disposition activity.

### 3. News

1. In response to Col. White's special appeal for assistance in helping DD/S components meet UCF quota, Management Staff personnel contributed \$18.
2. The OTR Records Officer reports the destruction of 85 cu. ft. of records this month.
3. [redacted] attended the DD/I Filing Workshop to determine program modifications needed to meet requirements of DD/P personnel. He reported his findings to Messrs [redacted] of DD/P. 25X1

Distribution:

Orig - Addressee

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[redacted] 25X1